



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING NOTICE:

**BOARD OF EXAMINERS OF NURSING HOME
ADMINISTRATORS**

DATE AND TIME:

Tuesday, January 11, 2011 at 1:00 p.m.

PLACE:

861 Silver Lake Boulevard, Dover, Delaware
Conference Room B, second floor of the Cannon Building

AGENDA

(Amended Items are indicated with an asterisk *)

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 November 9, 2010 Board Meeting
- 3.0 Disciplinary Hearing
 - 3.1 ~~Complaint 29-01-07 – John M. Hupp – 1:15 p.m. CANCELLED~~
- 4.0 Unfinished Business
 - 4.1 Re-Review of AIT Progress
 - 4.1.1 Sheila O’Gara
 - 4.2 Strategic Plan 2011 – Revise/Approve Draft
 - 4.2.1 Update Applications and Website – Progress Report from Ms. Urbaniak
 - 4.2.2 Define Preceptor Responsibilities
 - 4.2.2.1 New Preceptor Page for Website – Revise/Approve Draft
 - 4.2.2.2 Standard Letter to Approved Preceptors
 - 4.2.2.3 Review of Preceptor Roles in the Board’s Rules & Regulations
 - 4.2.2.3.1 Review Rule 2.0 “General Definitions”
 - 4.2.2.3.2 Draft Language to Address Preceptor Roles
 - 4.2.3 Board Member Training
 - 4.2.4 Review Rule 10.1 – Board’s Authority to Extend AIT Programs
 - 4.2.5 Sign Board Order from Public Rules & Regulations Hearing*
- 5.0 New Business
 - 5.1 Review of Applications for NHA Licensure
 - 5.1.1 Silvia A. Boswell – Application by Reciprocity

- 5.2 Review of Applications for AIT Licensure*
 - 5.2.1 Laura J. Kasal*
- 5.3 Review of Continuing Education
 - 5.3.1 DHCFA: *December Educational Seminar*, December 15, 2010 – Requesting 3.5 CE Hours
 - 5.3.2 DHCFA: *2011 Legislative Conference*, January 12, 2011 – Requesting 3.75 CE Hours
 - 5.3.3 Delaware Healthcare Association: *Delaware Healthcare Forum*, October 14, 2010 – Requesting 5.0 CE Hours
 - 5.3.4 Delaware Health & Social Services Division of Developmental Disabilities: *Incidents & Investigations*, December 21, 2010 – Requesting 2.0 CE Hours*
- 6.0 Complaint Status – No Updates
- 7.0 Other Business before the Board (for discussion only)
- 8.0 Public Comment
- 9.0 Next Meeting – March 8, 2011, 1:00 p.m. 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware
- 10.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.